

Color Country Interagency Crews

2014 Standard Operating Guidelines



2014 OPERATING PLAN COLOR COUNTRY INTERAGENCY CREWS

These guidelines pertain to the forming and dispatching of Interagency Type 2 Crews for assignments. The forming of a Type 2 crew for local use only will be done on an as needed basis by utilizing available, qualified personnel within the Color Country area. Crew organized for assignments outside of Color Country Interagency Fire Management area will be organized based on the rotation schedule below.

HAND CREW STRUCTURE

6- East Zone (D-3 Bryce, D-4, Monument, Kanab FO)

6- West Zone (D-2, SO, CC FO)

6- South Zone (D-1, AZ Strip, BIA, ZNP)

Each Zone will supply 1 Firefighter Type 1 (FFT1) and or Incident Commander Type 5 (ICT5).

Dates	Crew #	CRWB	Alternate CRWB
5/25 to 6/07	1	South	East
6/08 to 6/21	2	West	South
6/22 to 7/05	3	East	West
7/06 to 7/19	4	South	East
7/20 to 8/02	5	West	South
8/03 to 8/16	6	East	West
8/17 to 8/30	7	South	East
8/31 to 9/13	8	West	South
9/14 to 9/27	9	East	West
9/28/ to 10/11	10	South	East

*** Zone with alternate crew boss is responsible for closing out with the crew.**

<u>East --</u>	<u>West --</u>	<u>South --</u>
Trevor Frandsen	Courtney Christensen	Micah Fey
John Harding	Nicole Christian	Jeremy Bradley
Randy Dickinson	Chris Henrie	Garret Carr
Jason Porter	Rich Howe	Micah Suwyn
Chance Stewart	Bryce Schear	Greg Bartin
Dave Brothwell	Dameon Julander	Bryan Bird
Derek Barton	Skyler Dalton	Ben Thayer
	Stacy Smith	Skeet Houston
	Steve Barker	
	Bode Mecham	

Qualified Crewbosses by Zone

Color Country CRWB Trainee List		
1. Megan Saylor	UT-DIF	PC
2. Chris Smith	UT-DIF	
3. Korby Fraughton	UT-CCD	PC
4. Curtis Littlefield	UT-DIF	
5. Trevor Williams	UT-ZIP	PC
6. Brian Johnson	UT-DIF	
7. Jorge Estrada	UT-DIF	
8. John Reese	UT-CCD	PC
9. Zach Owens	UT-DIF	
10. Alan Syphus	AZ-ASD	PC
11. Pace Pectol	AZ-ASD	
12. Patrick Johnson	UT-ZIP	
13. Zach Kunz	UT-DIF	
14. Cameron Shaunghnessy	UT-ZIP	
15. Brett Swapp	UT-CCD	
16. TJ Green	UT-DIF	
17. Kassidy Thompson	UT-DIF	
18.		
19.		
20.		
21.		

Alternate CRWB(t):

CCIFC will maintain a list of alternates.

Crew Mobilization:

Each crew will be manifested by the Wednesday before the crew comes up on rotation. The names for each crew should be sent to the Color Country Crew Dispatch Coordinator. If any agency within a zone fails to send names to the coordinator by 1800 on Wednesday they will forfeit their slots.

**Forfeited slots will be filled on a first come first serve basis.

If the CRWB on call is unable to meet his/her on call obligation it will be their responsibility to inform dispatch and find a replacement.

Crews will be available for two weeks as described in table 1.

CRWB (T) AND SELECTION

All CRWB (T) will be prioritized before the fire season by the Operations Committee utilizing the Color Country Trainee Prioritization form. These individuals will be pre-selected before the fire season begins and crews are put together. The CC operations committee will determine the priority list by May 1st.

The CRWB (T) must receive a training assignment (i.e. fire assignment) before their position rotation on the hand crew will change. If a hand crew doesn't receive an assignment during their assigned rotation the CRWB (T) that was with this crew boss will automatically become the CRWB (T) for the next hand crew and crew boss up on rotation. The CRWB (T) rotation is not set in stone but is provided to give a possible scenario if all goes as planned.

If for some reason the CRWB and the CRWB (T) are not able to work together, the situation and/or conflict needs to be brought to the FMO group for mitigation or resolution. This process should occur ASAP, for example before the crew is put together, before crew cohesion day, after crew cohesion, and before the crew goes on a fire assignment.

FFT1 SELECTION

Each Zone will provide one FFT1 for the crew. It is preferred that each Zone provide one ICT5 to comply with the red book standards for a Type 2 Initial Attack (Type 2 IA) crew. It will be the Zones responsibility to ensure that this happens. If the crew has more than the required number of FFT1's then the CRWB will determine who will fill the FFT1 positions on the crew.

EVALUTATIONS

The CRWB will be responsible for providing each crewmember with a performance evaluation. This task may be delegated to the overhead structure of the crew.

The crew members will have the opportunity to evaluate overhead on the crew. These evaluations will be provided to a Fire Management representative.

The CRWB will obtain a crew evaluation for each fire they are assigned to and return this form to Color Country Interagency Fire Center (CCIFC) at the completion of their fire assignment. CCIFC will distribute copies of these evaluations to Fire Management Officers (FMO).

USE OF COLLATERAL DUTY PERSONNEL

Collateral duty personnel will continue to be used and asked to participate. Personnel who hold primary firefighting position in Color Country Interagency Management will have first priority to fill positions on crews. FMO's who send collateral duty personnel should ensure that these individuals are fit for the job and understand the requirements of the job, and ensure that the proper gear is supplied prior to leaving for the mobilization site.

AD'S

NEED TO CARRY CASUAL HIRE FORMS ON ASSIGNMENTS.

Crew Cohesion

Crew Cohesion will be facilitated by the CRWB prior to and while on an assignment. The following items are recommended for crew success:

- Establish leaders intent
- Cover crew expectations
- Organize crew into squads

- Rules to follow (travel, time, ect)
- Work Rest Guidelines
- Driving Policy and helpful hints to remember - SEATBELTS!!!!
- Cell phone use and/or texting while driving will not be allowed
- Radio procedures
- Vehicle reports for fuel & maintenance
- Vehicle Inspections (OF-296)¹
- Review Crew Cohesion Principles

Vehicles

Arizona Strip BLM buggies (3 small) will be used whenever available, limiting the total number of vehicles to four including a command vehicle. If the crew is not using the Arizona Strip BLM buggies no more than five vehicles will go with the crew on an assignment. Each vehicle should be a six pack 4X4 truck.

Zones will provide vehicles as follows:

East Zone – 1
West Zone – 2
South Zone 2

The CRWB is responsible for each vehicle that goes with the crew. **Each crew will complete inspections on every vehicle before and after crew assignments using form (OF-296).** Any damage that occurs to a vehicle will have the appropriate paper work completed prior to delivering the vehicle back to the home unit. Vehicle will also be cleaned and inventoried prior to being returned.

The CRWB is responsible for each vehicle's logbook and to make sure that they are filled out correctly with the correct management codes and fire numbers.

Make sure that all Drivers are licensed to drive the vehicle and in the case of the crew buggies, ensure Drivers are familiar with the operation of air brakes. All Drivers will operate CDL and non-CDL vehicles per agency policy. All Forest Service (FS) employees must have OF-346 card (Operator Card), and BLM employees will have a form 1112-11 (Motor Vehicle Authorization).

Rental vehicles may be rented. This will be coordinated with CCIFC and approval obtained prior to renting vehicles.

Incident Operation Driving

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest

¹ Copies of the OF-296 are available in the CCIFC office.

location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization. Individual agency driving policies shall be considered for all other non-incident driving.

1. Agency personnel assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
2. No Driver will drive more than 10 hours (behind the wheel) within any duty-day.
3. Multiple Drivers in a single vehicle may drive up to the duty-day limitation provided no Driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
4. A Driver shall drive only if they have had 8 consecutive hours off duty before beginning a shift. Exception to the minimum off-duty hour requirement is allowed when essential to:
 - accomplish immediate and critical suppression objectives, or
 - address immediate and critical firefighter or public safety issues
5. As stated in the current Agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for Drivers who exceed 16 hour work shifts. This is required regardless of whether the Driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.

Chainsaws and Tools

Crewbosses will be responsible for coordinating with crewmembers prior to mobilization to ensure that a minimum of 3 chainsaws and saw kits including 2 pairs of chaps and fuel container, accompany the saw.

Chainsaws and tools should be rehabbed to fire readiness standards prior to crew being disbanded.

HAND CREW CONDUCT

Sexual Harassment

Each crewmember has the responsibility to make sure that sexual harassment does not occur on the crew and to report to the CRWB if this type of behavior and/or action occurs. The CRWB will report any allegation of sexual harassment to the Dispatch Crew Coordinator and this person will notify the FMO group as soon as possible.

The CRWB has the responsibility to establish command presence, leader's intent and ensure the collective crew conduct is professional at all times.

Qualifications:

Minimum Crew Standards for National Mobilization

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
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Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4,FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: ICT5 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English.		
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified	3 agency qualified	None
Training	As required by the Interagency Hotshot Crew Guide or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5100 lbs		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	All standard designated fireline PPE		
Certification	Must be annually certified by the local host unit agency administrator or designee prior to being made available for assignment.	N/A	N/A

All members will meet the following minimum requirements:

A. Firefighter (FFT)

Must have successfully completed the courses required by their respective agency and the annual fire refresher course. They must also have taken the work capacity test and passed that test at the arduous level.

- B. Squad Boss (FFT1)
Must have successfully completed the courses required by their respective agency and the annual fire refresher course. Must have successfully completed and have a signed FFT1/Squad Boss Task Book. They must also have taken the work capacity test and passed that test at the arduous level.
- C. Crew Boss (CRWB)
Must have successfully completed the courses required by their respective agency and the annual fire refresher course. Must have successfully completed and have a signed Crew Boss Task Book. They must also have taken the work capacity test and passed that test at the arduous level.
- D. All personnel will carry current red cards while on fire assignments.

STANDARD DISPATCH PROCEDURES

The CRWB rotation will be tracked by CCIFC. A CRWB(t) priority list will be established by the Operations Committee and assignments will be offered in priority order. Dispatch will be responsible for completing a crew manifest from information supplied by the appropriate Duty Officers. There will be no fewer than 18 or more than 20 personnel per crew.

At least 60% of every crew will have one or more seasons of fire experience.

TIME KEEPING AND PAY

All firefighters will be paid at their current pay level. Upon being assigned to a crew, dispatch will be notified of the current pay scale for each individual. All AD hires will be informed of their AD level at time of hire. Each AD will be paid at the rate listed in the current "Pay Plan for Emergency Firefighters".

Each firefighter will be responsible for the header information on the firefighter timesheet. The CRWB will be responsible for filling in hours worked and forwarding to the employees fire timekeeper.

Once the crew is demobilized, the CRWB will provide personnel with timesheets or route them to agency timekeeper(s)

The CRWB assures time sheets are faxed to each appropriate unit at the end of each pay period. State employee pay periods are 1 week off of federal.

Color Country Dispatch - 435-865-4691
Zion EOC - 435-772-0496
BLM Cedar Field Office - 435-865-3058
BLM Kanab Field Office - 435-644-1299
BLM St. George Field Office - 435-688-3252
BLM Escalante Field Office - 435-826-5650

BLM GSENM Kanab - 435-644-1250
DNF Supervisor's Office - 435-865-3791
DNF D1 - Pine Valley - 435-652-3191
DNF D2 - Cedar City - 435-865-3291
DNF D3 - Powell - 435-676-9391
DNF D4 - Escalante - 435-826-5491
State of Utah - Forestry Fire & State Lands - 435-586-2789

Summary of Dispatch Responsibilities

- Publishes crew dispatch plan with Zone crew rotation, CRWB names and contact numbers
- Responsible to designate a Dispatch Crew Coordinator for each season. This person will be the contact in dispatch for crew organization
- Completes crew manifest and ensures CRWB receives it in a timely manner
- Contacts CRWB and Duty Officers (DO) when resource orders are received
- Coordinates crew mobilization with home and ordering units as needed
- Make sure that crew make-up meets the Red Book Standards for type of crew being mobilized. ie: Type 2 IA, Type 2
- Provides CRWB with resource order and other fire information available
- Designates a crew assembly/reporting location, normally at a dispatch or agency office
- Coordinates crew logistical needs as necessary
- Coordinates re-assignment of crew between units and agencies within the Color Country Interagency Fire Management area
- Notify the Eastern Great Basin Coordination Center that we will have a crew available
- After receiving the final manifest for the crew, list the crew as available in ROSS
- Injuries reported by a CRWB will be communicated to the employees FMO

Summary of CRWB Responsibilities

- Review Crew Cohesion Principles with your assigned crew
- Complete Performance Evaluations
- Ensure that vehicle inspections (OF-296) are completed before and after an assignment
- Ensure Vehicle usage reports are filled out accurately
- Vehicle accidents; the CRWB will ensure proper forms are filled out, completed and returned to home unit
- Personal Injury; CRWB will assure proper forms are filled out, completed and returned to home unit
- In the event of an injury the CRWB will notify CCIFC of the injury
- Coordinates with CCIFC on crew mobilization times as described on the resource order
- Reviews and completes crew manifest
- Maintains a working multi-channel handheld radio and complete Crew Boss kit
- Follows rules and guidelines for crew operation and organization
- Ensures crew conduct is professional and follows multi –agency guidelines

- Obtains dispatch support for logistical needs
- Communicate the chain-of-command to your crew
- Ensure crew follows travel guidelines (Refer to mobilization guides)
- Ensures crew readiness (PPE, gear, vehicles, lunch, water, tools, equipment, Red Cards, etc)
- Ensures LCES, welfare, and safety of crewmembers at all times, including work/rest guidelines
- Organizes and configures crew – Saw teams, FFT1, EMTs, trainees
- Provides or disseminates communication structure (during travel and on the field/fireline to all personnel)
- Briefs and debriefs crew for each task assignment or shift; updates information as warranted
- Completes assignments (monitor crew's fatigue and capabilities/limitations)
- Completes unit logs, CTRs, evaluations, accident/injury reports, property damage/loss, task books
- Reviews Crew Time Reports prior to check-out for accuracy and completeness
- Follow standard DEMOB process and notify CCIFC when released back to home unit
- Deliver Crew Evaluation to the Color Country Crew Coordinator at the completion of your assignment

Initial Crew Briefing

- Ensure your crew is a highly professional interagency crew. Appearance and behavior is a critical part of this. Be On Time!!
- Come with a positive attitude, ready to work hard, and expect to be available to a full 14 days tour
- Must have a current red card
- Review Firefighter Guidelines
- Determine crew organization (maximize training opportunities)
- Balance inexperience within squads
- Utilize PPE as required
- Crew will travel, sleep, and eat together -- share motel rooms to minimize cost
- EEO violations and illegal drug use will not be tolerated
- No one leaves camp without approval from the CRWB no one will leave a "closed" camp without the authorization of the IC
- Ensure that your crew meets Great Basin's Type II requirements
- Crew will adhere to the Fire Business Management Handbook work/rest and travel guidelines
- Remember "Leave No Trace" ethics wherever you go
- On commercial, fixed wing, or helicopter flights ensure crew is aware of all regulation pertaining to flight
- Allergies and prescription medications, if you use prescription medications, have enough for the entire assignment.
- Crewmembers will adhere to their agency guidelines regarding the use of social media.

Color Country Interagency Crew - Firefighter Guidelines

This is a brief list of expectations for EVERY FIREFIGHTER with the Color Country Interagency Fire Management area. It is not meant to be all-inclusive, but a working list. As always, when a crew is formed, the final say in what the crew does and how it is done is determined by the CRWB. If you have questions about any of this, please talk with your local FMO. Failure to follow these guidelines may result in a negative report, which could affect your future participation. Color Country Crews have earned good marks for being hard-working and reliable. Help better our reputation. KEEP UP THE GOOD WORK AND THEY WILL ASK US TO HELP AGAIN! LOOK PROFESSIONAL, ACT PROFESSIONAL THROUGHOUT THE ASSIGNMENT!

1. Maintain physical fitness, to perform well for your own safety and that of the crew.
2. A call-out can come at any time. Be prepared. Have your personal gear ready and organized, at home and on a fire. Total weight cannot exceed 65 pounds, without water. Talk with your FMO if you need a list of gear to bring.
3. Be mentally ready for a 14 day dispatch. Plan ahead. Keep your personal affairs (bills/pets) in order. **Don't take a call-out if you can't commit to 14 days plus travel time.**
4. Plan to be fire-ready when you report for an assignment; wearing fire boots, Nomex, and have other PPE, and line gear ready. Have current red card and valid I.D. with you and be on time. Don't make the crew wait for you.
5. Pay status begins when you arrive at a place of work and begin the mobilization process, not from when you received the call or include your travel time to your mobilization location
6. Inform your CRWB of pre-existing health problems such as allergies when the crew is being organized. Bring needed medications with you along with your doctors contact information. Be prepared! Bee sting allergies won't prevent you from doing your job, but if you don't tell your supervisors of your condition, they can't do their job.
7. Promote a **POSITIVE SAFETY ATTITUDE**. Follow the Standard Fire Orders, Watch Outs, and LCES. Be especially aware of environmental factors that effects fire behavior (ie. wind, relative humidity, slope/terrain). Monitor the effects of smoke and fatigue on yourself and fellow crewmembers. Openly communicate in a professional manner through the chain-of-command.
8. Utilize the chain-of-command to communicate unsafe working conditions, of fatigue, of any physical/health ailments that develop, and of accident or injury, no matter how minor.
9. Obtain copies of any reporting forms used for your treatment on the assignment.

10. Follow orders unless illegal or unsafe. Then, question the order and listen to make sure you understand the order and all that is involved with it. If not comfortable with the explanation, take your concern to a higher level of supervision (ie. IC). You are responsible for your own safety. Remember the CRWB has been on many fires. However, it is up to you whether or not to accept his/her leadership and judgment.
11. Whether on or off-duty, let your Squad Boss or CRWB know where you are going and how they can locate you. If you need additional supplies, request these through your Squad Boss. Remember your actions will reflect on what others think about COLOR COUNTRY CREWS, not just you. Help each other out. Many hands make light work.
12. HYDRATE yourself with WATER, not soft drinks or energy drinks.

Color Country Crew Fire Assignment Evaluation

Please complete after an assignment and send to Color Country Crew Coordinator.

1. Assignment duties/fire behavior encountered? **Circle all that apply:**

Hotline Indirect line Saw line Burning out Wet line Mop-up dry/wet Night shift
Staging

Grass Sage Gambel oak Pinyon Juniper Mt. brush Ponderosa Fir Spruce
Bristlecone

Flame lengths [<3 feet] [3 – 8 feet] [> 8 feet]

How did you estimate these things?

ROS [<40 cph] [40-80 cph] [>80 cph]

Spotting [< 50'] [50 – 500'] [500 -5000'] [>5000']

2. Anything unusual or unexpected about fire behavior or local conditions?
3. What went well?
4. What didn't go well?
5. Did the crew complete all assignments? YES / NO
If NO, why not? Lack of expertise/experience/tools/safety concern/other – what?
6. Did you have any safety concerns during the assignment?
7. What feedback did you get about the crew from incident overhead?
8. List task books completed, name of person completing it, and recommendations:
9. Any problems or concerns not captured above?

10. How can the Color Country Interagency Fire Management Board make our crews better?